

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 3542

Hours: 40 hours/week – Monday - Friday (First Shift)

Salary: \$68,603 – \$93,544 (MP-60)

Closing Date: December 16, 2013

Eligibility Requirement:

Candidates must have passed the **Equal Employment Opportunity Specialist 2** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

The duties of the EEO Specialist 2 include assisting the EEO Director in updating and administering affirmative action/equal employment opportunity programs to ensure compliance with federal and state laws, regulations and guidelines. The EEO Specialist 2 assists in updating the agency Affirmative Action Plan, presents training programs in the areas of AA/EEO for approximately 4,200 DDS employees and in some cases, a number of private providers.

More than 50% of the EEO Specialist 2's time is spent conducting complex discrimination and/or sexual harassment complaints for the Department of Developmental Disabilities.

Will perform related duties as required.

General Experience: Seven (7) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience: Three (3) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in the employment setting.

Special Requirements:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

Preferred Skills & Experience:

- Documented experience in development of state or federal affirmative action plan.
- A proven record of training employees about EEO/affirmative action laws or policies.
- Ability to use computer software to include: Microsoft suite (Excel, PowerPoint, & Word)
- Excellent written and verbal Communication Skills
- Good Organizational Skills
- Ability to develop and run Core-CT EPM queries/reports

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.